




InterLibrary Loan: SDLN Overview

Follow these steps to request item(s) from within the catalog when the "Full Record" of each item is displayed:

1. Go to the SD State Library homepage—<http://www.sdstatelibrary.com>—select Library Catalog:
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2. Sign-in by clicking on the "Sign-in" option on the left side of the upper blue menu bar and entering your **library's** State Library card 14-digit barcode and password. If you do not know your password, please call the Circulation Department. (Although the catalog can be searched without signing-in, no materials can be requested without signing-in/logging-on, which can be done either now or later from the "Full Record")
 3. Search the catalog for the desired item(s), select "all SDLN libraries", which searches all 70+ SDLN member library catalogs.
 4. When the "Full Record" of the item you wish to borrow is displayed, click on "Show availability" to see a list of libraries that own the book
 - o go "Back" to the "Full Record"
 - o in the upper right white area of the "Full Record," click on "InterLibrary Loan Request" [if you did not "Sign-in" earlier, you will be prompted to do so now]
 - o select or enter your:
 - "additional information"
 - "Pickup/delivery"
 - "Deadline"
 - press "Go"
 - o on the resulting "ILL Request Confirmation" screen, click "OK" [you may wish to print the confirmation for your records first]
 5. Check on the progress of your and "InterLibrary Loan/ILL" requests and "delete" or "cancel" them (if they are currently in a cancelable status) by going to "Your Account" or "My Library Card" and looking for either "Delete" or "Cancel Request" buttons at the bottom of the individual descriptions of items in your "InterLibrary Loan Requests" categories.